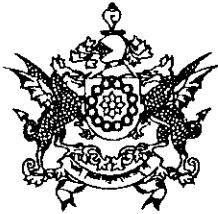


SIKKIM

GOVERNMENT GAZETTE



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Monday 3rd July, 2017

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GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL ADMINISTRATIVE REFORMS,
TRAINING AND PUBLIC GRIEVANCES
GANGTOK – 737101

No.54/GEN/DOP

Dated: 03/07/2017.

NOTIFICATION

The State Government hereby makes the following rules to regulate the Services of Officers and Staff of the Sikkim State Organic Certification Agency (SSOCA) namely:-

1. Short title and commencement

- (1) These rules may be called Sikkim State Organic Certification Agency (SSOCA) Service Rules 2017.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions

In these rules, unless the context otherwise requires:

- a) "Appointed Day" means the date on which the provisions of these rules shall come into force.
- b) "Agency" means Sikkim State Organic Certification Agency (SSOCA).
- c) "Appointing Authority" means The Chairman of the Governing Body, or any other Officer appointed by the Governing Body.
- d) "Cadre post" means any of the post specified in the Schedule.
- e) "Controlling Authority" means Chairman of the Governing Body, Sikkim State Organic Certification Agency (SSOCA) or any other Officer appointed by the Governing Body.
- f) "Chairman" means Chairman of the Governing Body, Sikkim State Organic Certification Agency (SSOCA) duly appointed by State Government.
- g) "Governing Body" means Governing Body of Sikkim State Organic Certification Agency (SSOCA) appointed and notified by State Government.
- h) "Government" means the State Government of Sikkim.
- i) "Member of Service" means a person who is appointed to the Service in accordance with provisions of these rules:
- j) "Service" means the Sikkim State Organic Certification Agency Service, and
- k) "Schedule" means Schedule appended in these rules.

3. Constitutions and composition of service

- (1) There shall be constituted a service to be called the Sikkim State Organic Certification Agency (SSOCA) Service.
- (2) The service shall consist of the posts in different grades as specified in the Schedule.
- (3) The composition and strength of the service shall be as indicated in columns 2-4 of the schedule at its initial constitution and shall be such as may be determined by the Chairman, Governing Body from time to time.
- (4) On the appointed day, the scale of Pay admissible to the members of the service shall be as specified in column-3 of the Schedule.
- (5) The Chairman of the Governing Body may, by the order, hold any cadre post in the service in abeyance and create a higher or lower post in lieu thereof for such period or periods as may be specified in the said order.

4. Member of Service

- (1) The following persons shall be the members of the services: -
 - (a) Persons appointed under rule 6,
 - (b) Persons appointed under rule 7.
- (2) A person appointed under clause (a) of sub-rule (1) shall, on such appointment, be deemed to be a member of the service in the appropriate grade applicable to him/her in the Schedule from the appointed day.
- (3) A person appointed under clause (b) of sub-rule (1) shall be a member of the service in the appropriate grade applicable to him/her in Schedule from the day of such appointment.

5. Appointments and Postings

- (1) All appointment to the cadre posts after the appointed day shall be made by the Appointing Authority by the methods specified in rule 7, no cadre post shall be filled otherwise than by a member of the Service.
- (2) Any Cadre post may be filled up as a temporary measure by a person from another department/agency having the requisite qualification and experience, on deputation if the Appointing Authority is satisfied that there is no suitable member of the service available for filling the post.
- (3) Notwithstanding anything contained in 'sub-rule (1)and (2), the Appointing Authority shall have the right to fill up any cadre post by obtaining officers of similar service on deputation from the Central or other State Government or any Agency for any period of time:

"Provided that the Appointing Authority may also absorb a deputationist in the service if he/she fulfils the requisite qualification for the post and it is found that his services are of indispensable nature etc. Seniority in the service/post on absorption shall be counted from the date of absorption in the service/post."

documents which have been tampered with or of making statements which are incorrect or false or suppressing material information or of using or attempting to use unfair means in the examination hall or otherwise resorting to any other irregular or improper means for obtaining admission to the examination may, in addition to rendering himself liable to a criminal prosecution, be debarred either permanently or for a specified period by the Governing Body from employment under the Sikkim State Organic Certification Agency (SSOCA).

12. Recruitment by Promotion:-

The Sikkim State Organic Certification Agency (SSOCA) shall from time to time, for the purpose of recruitment by promotion to the Service, where such promotion is provided, prepare a list of name of persons in order of seniority who have, on the first day of this year, completed the required length of service as specified in the Schedule.

13. Probation:-

- (1) Every person recruited to the Service by direct recruitment shall be appointed to Service on probation for a period of 2 (two) years or as may be decided by the Appointing Authority from time to time.
- (2) Every person recruited to the Service by Promotion shall be appointed to the Service on probation for a period for 1 (one) year.
- (3) The Governing Body may, if it so thinks fit, in any case or class of cases extends the period of probation by a period not exceeding 3 (three) years or even may decrease the probation period.

14. Discharge of Probationer: -

A probationer shall be liable to be discharged from the Service, or as the case may be, reverted to his substantive post, if :-

- (a) He/She fails to pass the training prescribed by the Sikkim State Organic Certification Agency (SSOCA).
- (b) The Agency is satisfied that the probationer was ineligible for recruitment to the service or is unsuitable for being a member of service, or
- (c) He/She is lacking in qualities of mind and character needed for the Service or in the constructive outlook and human sympathy needed in the public service generally, or
- (d) He/She fails to comply with any of the provisions of these rules.

15. Disqualification for appointment on medical ground:-

No candidate shall be appointed to the service who after such medical examination as the Governing Body may specify, is not found to be physically and mentally fit and free from any mental or physical defects likely to interfere with the discharge of the duties of the Services.

(4) A member of the Service may, in public interest, be posted by Government/ Agency to any cadre post or post under the Government outside the Service or under any other Government/Agency or under an organisation on such, terms and conditions as may be specified by the Government:

Provided that the Appointing Authority may also appoint such other officers who are not members of any organized Service and are already holding Gazetted posts as member of this Service under these rules within a period of 1 (one) year from the appointed day:

Provided further that the Appointing Authority may also extend this period of one year if it considers necessary.

6. Initial Constitution of the Service: -

All persons holding, on the appointed day, any of the cadre posts, as a purely temporary arrangement or on contract or on deputation from Central or any other Government, shall be deemed to have been appointed to the corresponding post and grades in the Service unless particular person opt out to remain from service.

7. Method of recruitment to the Service: -

Subject to the provisions of the rule 4, any vacancy arising in the service after the appointed day shall be filled in the manners as specified in the Schedule.

8. Recruitment by Selection/Competitive Examination: -

- (1) A Competitive Examination or Selection interview for recruitment to the Service shall be held at such intervals as the Governing Body may, from time to time, determine.
- (2) The Appointing Authority in accordance with such rules and syllabus, as the case may be shall conduct the examination or interview, as the Governing Body may, from time to time, prescribe.

9. Conditions of eligibility for appearing at the Competitive Examination or interview:-

In order to be eligible to compete at the competitive examination or selection interview, a candidate:-

- (a) must satisfy the following conditions namely the conditions prescribed in the Schedule;
- (b) must satisfy any other conditions that may be specified by the Governing Body.

10. Disqualification for admission to examination:-

Any attempt on the part of the candidate to obtain support for his/her candidature by any means shall render himself/herself liable to be disqualified for admission to the competitive examination by the Sikkim State Organic Certification Agency (SSOCA).

11. Penalty for impersonation etc.

A candidate, who is or has been declared by the Management of Sikkim State Organic Certification Agency (SSOCA) guilty of impersonation or of submitting false or fabricated

The Governing Body is the final authority to approve, promote, terminate, relax any norms, regulations & rules of appointment, qualification and other procedures related to appointment and recruitment, fixation of salary, grade etc. of officials and employees in Sikkim State Organic Certification Agency (SSOCA).

20. Administrative Control:-

The Control over the Service including appointments, transfers and deputation shall vest with the Chairman, Governing body of Sikkim State Organic Certification Agency (SSOCA).

21. Residuary Matters:-

All other matters in relation to the service not specified or for which no provisions have been made in these rules shall be referred to Governing Body, Sikkim State Organic Certification Agency (SSOCA). Governing Body whose decision thereof shall be final and binding.

22. Seniority:-

The seniority of an employee in a particular post shall be reckoned from the date of his/her appointment in that post and joining in that post and subject to placement in the merit list recommended by the Selection Committee.

Provided that, such date shall be reckoned as the date of appointment in the Sikkim State Organic Certification Agency (SSOCA) in case of employees who are already in service with the Sikkim State Organic Certification Agency (SSOCA) prior to the formulation of these Rule.

23. Re-Designation:-

- (1) Without changing the pay-scale of a post, the Sikkim State Organic Certification Agency (SSOCA) may, at its discretion, re-designate the post to indicate its functional requirements.
- (2) The Sikkim State Organic Certification Agency (SSOCA) may, by Notification, alter, amend or revise the number, categories, pay-scale, qualifications or other provisions contained in the Schedule considering its functional requirements with the prior approval of the Governing Body.

24. Interpretation:-

- (1) If any question arises as to be interpretation of these rules, the decision of the Governing Body there on shall be final and binding.
- (2) In respect of any service matter not specifically mentioned in these rules, the relevant provisions made by the State Government for its employees in this behalf shall, mutatis mutandis, be applicable to the employees of the Sikkim State Organic Certification Agency (SSOCA) and decision of the Governing Body of Sikkim State Organic Certification Agency (SSOCA) will be final and binding.

16. Disqualification and nullification of appointment:-

The following disqualifications are valid for nullifications of appointment made in the case of each member of staff both during probation and after confirmation:-

- (i). Who has been sentenced for an offence.
- (ii). Who produces forged/false documents or false declarations regarding educational and other criteria at the time of appointment.
- (iii). An Incompetent and Quasi Incompetent.
- (iv). A person who does not meet the Selection Standards.
- (v). Probationary employees who had a bad record at Probation period/at work and who is found unfit for the job, or found in a negative health condition.

17. Temporary and Contractual appointment:-

- (1) In cases of emergency, where it is likely to take time to complete the formalities prescribed herein, for making appointments to any post, or where qualified candidates are not immediately available, the Appointing Authority may make temporary and contractual appointments.
- (2) Such appointment shall not confer any right on the person so appointed, for confirmation or for further promotion by virtue of holding the temporary and contractual appointments.
- (3) A person so appointed under these rules shall be replaced as early as possible unless he/she himself/herself is appointed in the regular process to that post subsequently.

18. Medical Fitness Certificate and Character:-

- (1) Excepting in the case of deputation, or appointment on contract basis, all candidates shall, before their appointment, furnish a medical fitness certificate from a competent Medical Board as may be constituted in the STNM Hospital, Gangtok.
- (2) He/She shall also produce a Certificate of Conduct and Character acceptable to Sikkim State Organic Certification Agency (SSOCA) from a respectable person.
- (3) All appointments, except appointment on deputation, shall be subject to verification of the character and antecedents, as may be decided by the Appointing Authority from time to time:

Provided such verifications shall not be applicable in case of candidates who are already in the employment of Government or public sector organizations prior to joining the Sikkim State Organic Certification Agency (SSOCA).

19. Appointing Authority:-

Appointing Authority may appoint staff or manpower as and when required for smooth functioning of Sikkim State Organic Certification Agency (SSOCA) on Regular, Temporary, Adhoc or Muster Roll or Contractual basis as per the need of Agency subject to such terms and conditions as it may deem fit. All appointments done shall be placed before the Governing Body at the succeeding meeting for final approval and ratification.

corresponding to the promotion post will, thereafter, be granted in addition to pay in the Pay Band. He shall get his first increment in the Pay Band of the higher post on the first day of the month in which he will complete one year in that higher post;

- b) In case the employee opts to get his/her pay fixed from his date of next increment, then, on the date of his promotion, the pay in the Pay Band shall continue unchanged, but the Grade Pay of the higher post will be granted. Further re-fixation will be done on the date of next increment. On that day he will be granted two increments, one annual increment and the second on account of promotion. While computing these increments, basic pay (pay in Pay Band plus Grade Pay) drawn prior to the date of promotion shall be taken into account.
- c) In cases where promotion involves change of Pay Band also, the same methodology will be followed. However, if the pay in the Pay Band after adding the increment is less than the minimum of higher Pay Band to which promotion is taking place, the pay in the Pay Band will be stepped up to such minimum.

- (3) When an employee is appointed from a higher post to a lower post due to reversion or due to reduction of establishment, his/her pay in the lower post shall be fixed at the stage in the time scale of the lower post at which he would have drawn his/her pay had he/ she been not appointed to the higher post.
- (4) The pay of an employee, reappointed on regular basis after a physical break of more than 24 hours, due to any reason shall be fixed at the entry point level pay.
- (5) When a competent authority orders reversion of an employee from a higher post to a lower post as a penalty, the pay of such employee shall be fixed at a stage, not exceeding the maximum of the Pay Band of the lower post.

Allowances:-

- (1) The employees of the Sikkim State Organic Certification Agency (SSOCA) shall be entitled to draw Dearness Allowances, City Compensatory Allowance, Conveyance Allowance and House Rent Allowance on such scales and subject to such conditions as may be made applicable to Government employees by the State Government from time to time.
- (2) Where any Staff undertakes any special functions, having regard to the multi-functional requirements of the Sikkim State Organic Certification Agency (SSOCA) or any additional functions pertaining to another post, owing either to a vacancy in such other post or to special circumstances resulting in an increase in workload of such other post, then such employee may be granted a special allowance for the additional functions so undertaken:

25. Saving of inherent power of the Sikkim State Organic Certification Agency (SSOCA):-

Nothing in these rules shall bar the Sikkim State Organic Certification Agency (SSOCA) from adopting a procedure which is at variance with any of the provisions of these rules, if the Sikkim State Organic Certification Agency (SSOCA) Governing Body, in view of the special circumstances of the matter or class of matters and for reasons to be recorded in writing, deems it necessary or expedient to depart from the procedure prescribed in these rules.

26. Pay Scale:-

The Pay Band and Grade Pay prescribed for every post, on the appointed day, shall be such as specified in the Schedule and may be revised by the Sikkim State Organic Certification Agency (SSOCA) from time to time with due reference to the Pay Band and Grade Pay of the employees of State Government in corresponding grade.

27. Increment:-

- (1) The employees shall be eligible to draw annual increments unless it is withheld under the orders of the competent authority.
- (2) Except in case of confirmation after probation, an increment shall become payable on the first day of the month in which it becomes due.
- (3) The rate of increment shall be 3% (three per cent) of the sum of pay in the Pay Band and Grade Pay applicable, which will be rounded off to the next multiple of 10 (ten). The amount of increment will be added to the existing pay in the Pay Band.

28. Pay Fixation:-

- (1) An employee of the Sikkim State Organic Certification Agency (SSOCA), on his/her first appointment on regular basis shall be eligible to the minimum of the Pay Band plus Grade Pay prescribed for the post in which he is appointed, as Basic Pay.

Provided that, the Sikkim State Organic Certification Agency (SSOCA) shall have the discretion to fix the pay of any employee, in the pay band applicable to him, on initial appointment in such way as to protect reasonably the emoluments of such employee in the earlier employment or as deemed appropriate by the Appointing Authority.

- (2) On promotion, an employee shall have an option to get his/her pay fixed in the Pay Band of higher post either from the date of his promotion or from the date of his next increment. In the case of promotion from one grade pay to another, the pay will be fixed in the following manner, namely,-

- a) In case the employee opts to get his/her pay fixed in the higher grade from the date of his promotion, then, one increment equal to 3% (three percent) of the sum of the pay in the Pay Band and the existing Grade Pay will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the Pay Band. The Grade Pay

or on the basis of actual within the limits decided by the Sikkim State Organic Certification Agency (SSOCA) in the event of Government accommodations not being available. The reimbursement of actual expenses shall be subject to production of supporting vouchers.

During emergencies and in the interest of the work, air travel (economy class) / high mode of train travel/Higher mode of Conveyance may be sanctioned by the Chief Executive Officer.

34. Medical allowance/reimbursement/medical concession:-

- (1) The Provisions laid down in the Sikkim Services (Medical Facilities) Rules shall be applicable to the regular employees of the Agency, mutatis mutandis.
- (2) For the purpose of sub-regulation (1) of regulation 34;
 - (i). Chairman, Governing Body shall exercise the powers that are exercisable by the State Government under the Sikkim Services (Medical Facilities) Rules.
 - (ii). The expression "employees of Sikkim Government" or "Government servants" appearing in the Sikkim Services (Medical Facilities) Rules shall be read as "regular employees of the SSOCA".
- (3) The SSOCA may issue such other modification and or clarification that may be necessary for proper implementation of the provisions of the Sikkim Services (Medical Facilities) Rules and regulation.
- (4) The decision of Governing Body in this regard and any clarification will be final and binding.

35. Leave salary/Pension/CPF/Gratuity:-

Leave salary, Gratuity, pension contribution and Contributory Provident Fund (CPF) subscription will be applicable as per Sikkim Government Service Rule and Sikkim Government Servants (Contributory Pension) Rules, 2006 as may be amended from time to time and approved by the Governing Body of Sikkim State Organic Certification Agency (SSOCA).

36. Residential Telephone, Internet Connection/Dongle, Mobile and Fuel:-

The Chief Executive Officer shall decide the eligibility and limit for residential telephone, internet connection, mobile, monthly fuel and tour fuel to its officers and staff on the basis of functional requirements and nature of work.

37. Code of Conduct:-

The Sikkim State Organic Certification Agency (SSOCA) employees shall be under an obligation to observe confidentiality, impartiality and discipline. Employees shall not, in the performance of their duties, engage in political or religious propaganda. The Project employees shall be required to observe absolute impartiality, commitment and dedication to the project objectives. The Sikkim Government Service (Conduct Rules) 1981 as amended thereafter from time to time shall be adhered to.

38. Record of Service:-

A record of service of all employees shall be maintained as per the format followed for State Government employees, with such changes as may be necessary.

Provided that, such special allowance shall be paid on a monthly basis on the recommendation of the Chief Executive Officer and with the prior approval of the Governing Body, Sikkim State Organic Certification Agency (SSOCA):

Provided further that, the amount of such special allowance shall be as determined by the Sikkim State Organic Certification Agency (SSOCA) and shall in no event exceed the 25% of basic salary applicable to such other post, payable for such period for which such additional functions were undertaken.

(3) The employees of the Sikkim State Organic Certification Agency (SSOCA) shall be entitled to draw overtime allowance on such terms and conditions as may be made applicable to the corresponding grade of the employees of the State Government, from time to time.

10. Ex-gratia Payment:-

- (1) The employees of the Sikkim State Organic Certification Agency (SSOCA) shall be eligible for ex-gratia payment as per the scale and conditions laid down from time to time by the State Government for its employees.
- (2) The employees of the Sikkim State Organic Certification Agency (SSOCA) shall be entitled to such other allowances as may be made applicable to its employees by the State Government from time to time.

1. Other allowances:-

In respect of all matters relating to pay and allowances not specifically covered under these Rule, the relevant provisions made by the State Government for its employees of corresponding grade shall apply, mutatis mutandis.

2. Leave rules:-

- (1) Leave rules applicable to the State Government employees of Sikkim will be applicable for the employees of SSOCA. Contractual employees will avail the leave as per provision specified in the contract.
- (2) As per the Sikkim State Organic Certification Agency (SSOCA) norms the authority competent to sanction leave shall be as follows:
 - a) Chief Executive Officer – Government/ Chairman.
 - b) Manager – Chief Executive Officer
 - c) Evaluator/Auditor/Others – Quality Manager

3. Entitlement of Travelling Allowance (TA)/Dearness Allowance(DA) /accommodation on tour:-

The Sikkim State Organic Certification Agency (SSOCA) Finance and Travelling Allowance (TA)/Dearness Allowance (DA) rules as amended from time to time will be applicable for drawing Travelling Allowance (TA)/Dearness Allowance (DA) under the organization. These rules will be revised as and when required during the implementation of the works.

Provided that the Dearness Allowance (DA) on tour will be either at the rate prescribed in Sikkim State Organic Certification Agency (SSOCA) Travelling Allowance (TA) Rules

Appendix – A

Schedule

SI No (1)	Category of Post and Scale of Pay and their equivalent post. (2)	Pay Scale and classification (3)	No. of Posts Sanctioned (4)		Method of Recruitment (5)	Minimum Qualification (6)
			Permanent	Temporary		
1	Chief Executive Officer (Equivalent post Addl. Director) Scale and Pay as per equivalent post and Government Norms.	PB-3 15600-39100 GP-8700/-	01	-	Deputation from Government and will be posted for minimum of 3 yrs.	From Government
					by promotion from the cadre of Joint Chief Executive Officer of Organic Certification (Quality Manager)	Should have worked in the cadre of Joint Chief Executive Officer of Organic Certification (Quality Manager) for a minimum period of 3 years
2	Manager (Quality and Administration) (Equivalent post Jt. Director) Scale and Pay as per equivalent post and Government Norms.	PB-3 15600-39100 GP-7200/-	01	-	100% by promotion from the cadre of Dy. Chief Executive Officer of Organic Certification (Sr. Evaluator)	Should have worked in the cadre of Dy. Chief Executive Officer of Organic Certification (Sr. Evaluator) for a minimum period of 5 years
3	Manager (Finance) (Equivalent post Accounts Officer) Scale and Pay as per equivalent post and Government Norms.	PB-2 9300-34800 GP-5000/-	01	-	1) 100% by promotion from the cadre of SSOCA 2) Accounts Officer on Deputation from Government	Should have worked in the cadre of Senior Accountant in SSOCA for a minimum period of 5 yrs From Government
4	Evaluator (Equivalent post Assistant Director) Scale and Pay as per equivalent post and Government Norms.	PB-2 9300-34800 GP-5000/-	02	-	100% by promotion 1 from the cadre of Organic Certification Sr. Inspector (Sr. Auditor)	Should have worked in the cadre of Organic Certification Sr. Inspector (Sr. Auditor) for a minimum period of 5 years

39. Disciplinary matters:-

The Sikkim State Organic Certification Agency (SSOCA) Service Rules in addition to Sikkim Government Servants (Discipline and Appeal) Rules, 1985 and amendments made thereafter shall be applicable to every employee. In case of any matter requiring disciplinary action, the matter will be referred to the concerned Authority with all relevant and necessary documents/records for initiating departmental proceedings. A departmental enquiry can be instituted against the employee.

40. Performance appraisal:-

The performance appraisal system (Annual Confidential Report) for all officers/Staff shall be the same as per the existing system in vogue for other Government employees. The completed book-lets, after three stages of appraisal (Table 40), shall be forwarded to the administrative section for custody and necessary action.

Table 40. Stages for Performance Appraisal for Government Employee on Deputation

Post	Self Appraisal	Reporting Authority	Reviewing Authority	Accepting Authority
Chief Executive Officer (CEO)	As required	Chairman	Governing Body	Minister FS&AD
Manager	As required Officer	Chief Executive Chairman	Governing Body	
Evaluator	As required	Quality Manager	CEO	Chairman
Auditor	As required	Quality Manager	CEO	Chairman
Others	As required	Concerned officer	Q. Manager	CEO

41. Accountability & Responsibilities:-

All the staff are required to understand that the various positions of the agency are to work in unison for the certification activities and there shall not be much delineation of works in the field and office. It is expected that as far as possible, the staff shall work both at the field level (inspection, training, etc.) as well as at office level (certification, administration, conceptual work, etc) and will be accountable and responsible for all their functions of certification programmes.

All staff and officials responsible for certification work will be accountable and responsible for all their functions of certification programmes as per National Programme for Organic Production (NPOP) and Agricultural and Processed Foods Products Export Development Authority (APEDA), Government of India guidelines from time to time.

42. Power to relax:-

Where the Governing Body is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons or cadre posts.

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11	Driver (Scale and Pay as per equivalent post and Government Norms.)	PB-1 5200-20200GP-2400/-	01	-	100% by direct recruitment	1) Must have passed class XII or equivalent qualification. 2) Must be holder of valid and LMV driving licence
12	Peon (Scale and Pay as per equivalent post and Government Norms.)	PB-1 5200-20200GP-2200/-	01	-	100% by direct recruitment	1) Must have passed class XII or equivalent qualification.

5	Multi Task Inspector (Legal) (Equivalent post Inspector) (Scale and Pay as per equivalent post and Government Norms.)	PB-2 9300-34800 GP-4200/-	01		100% by direct recruitment	1) Must be holder of a BA-LLB degree 2) Diploma in Computer. 3. NPOP trained. 4. 3yrs of relevant field experience.
6	Senior Inspector/ Auditor (Equivalent post Inspector) (post to be created later) Scale ad Pay as per equivalent post and Goverment Norms	PB-2 9300-34800GP-4200/-	06	-	100% by promotion from the cadre of Organic Certification Inspector (Auditor).	Should have worked in the cadre of Organic Certification Inspector (Auditor) for a minimum period of 5 years
7	Inspector/Auditor (Equivalent post VLW) Scale and Pay as per equivalent post and Government Norms.	PB-1 5200-20200GP-3000/-	06	-	100% by direct recruitment	Minimum degree in B.Sc., (Agri.) / Horticulture awarded by a recognized university having three years of experience in Inspection & Certification.
8	Senior Accountant (Post to be created later) (Scale and Pay as per equivalent post and Government Norms.)	PB-2 9300-34800GP-3800/-	01		100% by promotion from the cadre of SSOCA	Should have worked in the cadre of Accountant in SSOCA for a minimum period of 5 years
9	Accountant (Scale and Pay as per equivalent post and Government Norms.)	PB-1 5200-20200 GP-3000/-	01		100% by direct recruitment	1) Must be holder of a degree (B.Com). 2) Trained in Tally and having knowledge of accounting. Preferably CA intermediate.
10	Computer Operator (Scale and Pay as per equivalent post and Government Norms.)	PB-15200-20200GP-3000/-	01		100% by direct recruitment	1) Must be holder of a degree. 2) Must possess Diploma in Computer 3. NPOP trained. 4. Three years of relevant field experience. 5. Tally trained preferably